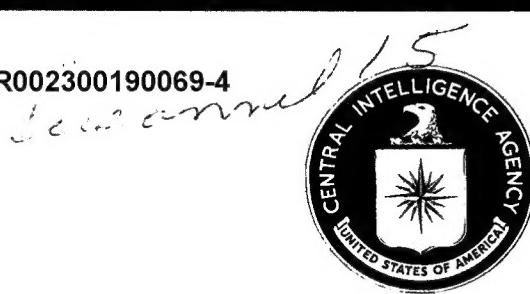


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# C..career I..in A..action

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“Your successes are unheralded - your failures are trumpeted.”

John F. Kennedy

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## THE AGENCY AND ITS MISSION

The Central Intelligence Agency was established by the National Security Act of 1947. It is responsible to the National Security Council which is chaired by the President of the United States.

With respect to the integration of domestic, foreign and military policies relating to the national security, the Council assesses and appraises the objectives and commitments of the United States in the light of our military capabilities and in the interest of our national security.

The Director of Central Intelligence serves as the principal adviser to the National Security Council on all matters of intelligence related to the national security, and CIA's responsibilities are carried out subject to the directives and controls of the Council.

CIA and other departments and agencies of the Federal Government necessarily produce intelligence for their respective needs. CIA has the further responsibility of coordinating over-all intelligence efforts of the Executive Branch to produce for the National Security Council the best intelligence estimates available to the Government and to prevent needless duplication of effort among the agencies concerned.

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Other Federal intelligence organizations work closely with CIA within the framework of the United States Intelligence Board which is chaired by the Director of Central Intelligence. The Board assists the Director of Central Intelligence in coordinating foreign intelligence activities and in developing the intelligence product needed by the United States Government. This product is evaluated information which generally will be concerned with trends or happenings abroad in political, economic, scientific, or other fields which have a bearing on the national security interests of the United States. For example, an intelligence report may be a brief statement advising that an event of concern to our national security is about to occur, or it may be a comprehensive estimate of developments to be expected in a particular area or in a technological field over a period of several years. In either event, the process by which it is produced requires at every stage a well-balanced combination of knowledge, disciplined reasoning, and endless inquisitiveness.



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## YOUR ACTION CAREER WITH THE CIA

The job of CIA is never static. Its varied tasks in a complex world offer challenges which can be found in few other activities within or outside of Government.

Because of the diversification of skills represented in the career corps of the Central Intelligence Agency, your duties as a member of CIA will depend upon the function of the element to which you are assigned. You will be an integral member of the element to which you are assigned as CIA does not have occasion to use "steno pools." Your typing or stenographic skills

are of prime importance in determining your initial assignment, but aptitudes, other skills, interests and personality are also important factors affecting assignments and advancement to more responsible positions.

After your initial assignment you will have opportunities for both varied work experiences and advancement. You can realistically aspire to advance to higher administrative and even professional positions by enhancing your qualifications through experience, Agency training and independent study. Higher graded positions are

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## QUALIFICATIONS

### *General Qualifications*

You must be at least 17 years of age.

You must be an American citizen (and have been an American citizen for at least five years) and be physically capable of performing the duties of the general type of position for which you are selected.

You must have at least a high school diploma or its equivalent.

Since you will be in daily contact with classified material, a background security investigation is required.

### *Special Qualifications*

You must be able to type a net of 40 words per minute for a period of 10 minutes without excessive errors to qualify as a typist.

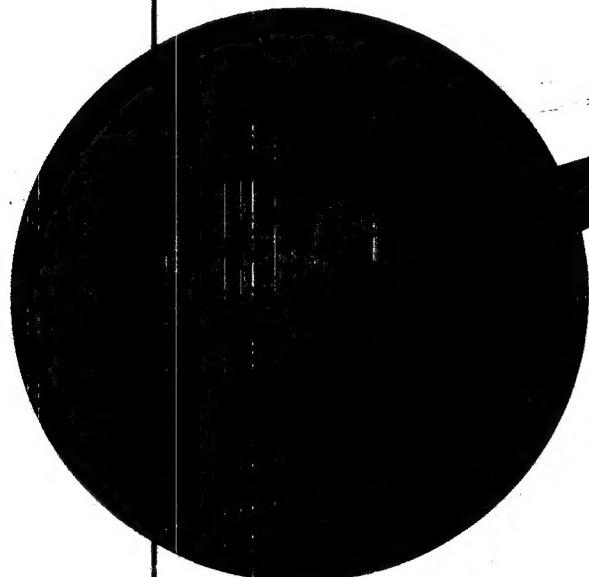
You must be able to take dictation at a rate of 80 words per minute for a period of 3 minutes and accurately transcribe it within 20 minutes, again with an acceptable accuracy in your typing to qualify as a stenographer.

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--- WHERE THE ACTION IS ---

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The Central Intelligence Agency Headquarters Building is located in McLean, Virginia ( $7\frac{1}{2}$  miles from the United States Capitol) and is easily accessible by either commercial transportation or private automobile. You may be assigned to the Headquarters Building or to one of several installations located nearby. In any event, the Agency will help you join a car pool. If you prefer public transportation, there are many Northern Virginia and Washington area commercial bus facilities coming directly to our work locations.



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YLAND

WASHINGTON

IRGINIA

1  
Miles

2

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## **GENERAL INFORMATION**

*Starting Salaries* — The starting salary range for clerical through secretarial positions is GS-3 to GS-5 on the federal pay scale, presently \$4,466 (GS-3) to \$5,565 (GS-5) per year or \$86.00 to \$107.20 per week. Your starting salary will depend upon such factors as education, experience and ability. Step increases ranging from \$149 per year at the GS-3 level to \$186 per year at the GS-5 level, are awarded at regular intervals to employees whose work performance is judged to be at an acceptable level of competence.

*Working Hours* — Our workweek is 40 hours. Daily working hours are staggered to accommodate an orderly flow of vehicular traffic. Depending upon the office to which you are assigned, your regular working day may commence at 8, 8:30, or 9 AM. Occasional brief overtime may be expected of you. If excessive overtime is required of you, you will be compensated in the form of time off or extra pay.

*Annual Leave (Vacation)* — In addition to being paid for eight national holidays each

year, you will earn 2½ weeks (13 working days) of annual leave each year. After three years' service, you will earn 4 weeks (20 working days) of annual leave each year. You may use your annual leave at any time you desire if approved by your supervisor.

*Sick Leave* — You will earn sick leave at the rate of 2½ weeks (13 working days) per year. Upon proper medical certification, you may use this leave when you are too ill to work or for medical, dental, and optical examinations and/or treatment. Unused sick leave may be accumulated from year to year and provides a degree of security in the event of a prolonged illness.

*Insurance* — As an Agency employee you may participate in health and life insurance programs. The United States Government contributes to your premium payments under these programs and your cost is thereby substantially reduced.

*Transportation* — The cost of your transportation from your home to Washington, D.C. will be reimbursed to you under standard Government

travel regulations. Further information will be provided when you are given specific employment information.

*Housing* — We can assist you in obtaining temporary housing upon your arrival. Permanent housing is available in the Washington area in many fine suburban communities at reasonable cost. Assistance in locating permanent living accommodations is available.

*Orientation* — Once you begin your Agency career, you will receive a minimum of two weeks orientation and training. This program will help acquaint you with the Agency, its mission and functions.

*Employee Counseling* — Your supervisor and representatives of the Office of Personnel will assist you in solving personal or job adjustment problems and in adapting to your new community.

*Education* — Evening and part-time courses in a wide variety of subjects are offered by several

area universities and certain specialized schools. In cooperation with George Washington and American Universities, the Agency offers "off campus" courses in Agency classrooms for college and graduate credit. Employees who may be required to serve overseas may also participate in foreign language training at no personal cost.

*Recreation* — There will be ample opportunity for you to develop outside interests. Activities range from sightseeing to dancing, theatre, symphonies, and art exhibits, and various athletic activities including scuba and sky diving. There are public golf courses, tennis courts, boating marinas, and riding stables. Nearby ocean beaches in Maryland and Virginia attract many weekend swimming and surfing enthusiasts. In addition, various Agency employee clubs sponsor bowling, softball, and basketball teams and other interesting activities and opportunities for companionship. Many types of entertainment are free; most others are relatively inexpensive. National groups and state societies hold dances, parties, and picnics which offer an opportunity to meet other people from one's home state.

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# HOW TO APPLY

Because of the nature of its responsibilities, the Central Intelligence Agency must make a very thorough investigation of the character and qualifications of each applicant who is tentatively selected for employment. You are therefore urged to apply well ahead of the date when you would like to enter on duty with the Agency. For your convenience, the following procedures are offered:

1. See your Placement or Guidance Officer and request an interview with the Central Intelligence Agency Representative who visits your college or educational institution.

2. Write to the Central Intelligence Agency, Office of Personnel, Washington, D. C. 20505. Enclose a resume of your education and experience and ask for application forms.
3. Write to:
4. Come to the Central Intelligence Agency Recruitment Office, 1820 North Fort Myer Drive, Arlington, Virginia, during weekday business hours for a personal interview. No appointment is necessary.

## IN CONCLUSION

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When you begin your new career you will experience the challenge of taking part in interesting and satisfying work which contributes significantly to the welfare of our nation.

As a profession, American intelligence is relatively young; "veterans" can look back upon little more than twenty years of service. In the course of these two decades a great many lessons have been learned, principles of method and procedure have been identified, and techniques and skills established. Methods of imparting this knowledge to newcomers are constantly being developed and improved. You will find that

nothing is considered more essential in the Agency than the careful selection, training, growth and development of its employees.

If you are interested in Government service and in giving your best efforts to the vitally important field of intelligence, you can be assured that CIA will encourage and assist your career progress.



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Challenge . . . Interest . . . Advancement

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THE CENTRAL INTELLIGENCE AGENCY

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